

Comptroller's Directive No. 1-06
Attachment HE-7
Reconciliation of Appropriation Available and Appropriation Revenue

Purpose Appropriations available and appropriation revenue are not reported as line items in the CAFR. For CAFR purposes, DOA must eliminate appropriation available and either eliminate or reclassify appropriation revenue. The purpose of this attachment is to provide DOA with detailed information for appropriations available and appropriation revenue amounts so that proper elimination and reclassification entries can be recorded. **The amounts reported on this Attachment must agree to amounts reported on the financial statement template by line item (capital projects, ETF, etc).**

Applicable institutions All institutions **must** complete this attachment.

Due date **September 7, 2006**

Submission requirements Contact DOA if the institution has any problems with the files.

After downloading the excel file, rename the file using the institution's acronym followed by Attachment HE-7. For example, VCCS should rename the Attachment HE-7.xls file as VCCS Attachment HE-7.xls. This file includes the following two attachment tabs: **TAB 1-Att** and **TAB 2-Att**. Complete both tabs.

Submit the excel file electronically to finrept@doa.virginia.gov.

Copy APA via e-mail to APAFinRept@apa.virginia.gov.

Do **not** submit paper copies of this spreadsheet.

Changes For prior year amounts to appear on TAB 1 - Part 2, select the institution's acronym and the #N/As will be replaced with prior year amounts.

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**Attachment
revisions**

If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the Revision Control Log Tab (TAB 3-RCL) in the attachment excel file.**

Enter the revision date, applicable excel file tab name, row number and column letter revised, and the previous and revised information. Document text changes and numerical changes. Only enter changes for amounts actually keyed. For example, if a non-keyed, calculated total changes as a result of the revision, this does not need to be documented on the Revision Control Log.

If the attachment is revised more than once, do not delete control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions from the initial attachment submission.

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**Appropriation
available line
items**

Appropriation Available on the Statement of Net Assets may be reported on the following line items ONLY. Each institution may not need to use all of these line items.

- Capital Projects
- General Obligation Bonds
- 21st Century Bond Program
- Virginia Public Building Authority
- Other

Note: This attachment refers to the Statement of Net Assets and Statement of Activities which are in the financial statement template. It also only refers to amounts that will be reported in the "HEI Total Year-End June 30, 2006" column.

**Appropriation
revenue line
items**

Appropriation Revenue on the Statement of Activities may be shown on the following line items ONLY. Each institution may not need to use all of these line items.

- Capital Projects
 - General Obligation Bonds
 - 21st Century Bond Program
 - Virginia Public Building Authority
 - E&G Transfers (GLAs 969/970)
 - General Fund Transfers (GLAs 996/997)
 - Nongeneral Fund Transfers (GLAs 982/983)
 - General / Nongeneral Fund Transfers (GLAs 984/985)
 - Other
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**Transfers
reported as
appropriation
revenue**

The transfer GLAs identified below are reported by the institutions as appropriation revenue. Appropriation available is usually not reported for the transfer GLAs (969/970, 996/997, 982/983, 984/985). Appropriation revenue reported on this attachment should agree to the appropriation revenue amounts reported on the Statement of Activities by line item.

For CAFR purposes, DOA will reclassify or eliminate appropriation revenue.

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**Non-Transfer
items reported
as
appropriation
available /
revenue**

The following sections of this attachment discuss items that are not transfers that may be reported as Appropriation Available and / or Appropriation Revenue line items. This activity is reported on TAB 1 of the attachment.

For CAFR purposes, DOA will eliminate appropriation available and either eliminate or reclassify appropriation revenue. In those instances where activity is reported by both the institution and by either VPBA or VCBA, eliminations are necessary to avoid double-counting in the CAFR.

For more detail regarding journal entries, please refer to the “Higher Education Accounting Procedures” on DOA’s website at www.doa.virginia.gov. Click on the “Financial Reporting” button, then click on “Higher Education Accounting Procedures.”

**Reporting
capital projects**

Represents General Fund (fund 0100) cash (GLA 101) and appropriation revenue that is in the capital outlay program 998.

The cash is considered part of the General Fund of the Commonwealth at June 30. The higher education institutions must record this cash as Appropriation Available-Capital Projects because DOA must eliminate this appropriation available to avoid double counting assets in the CAFR.

Appropriations Available

1. Report beginning appropriation available (should equal prior year ending balance) on the first line in the Capital Projects appropriation available section. Review Part 2 and complete if necessary.
 2. Report capital projects appropriation revenue net of any reversions on the second line. (This increases appropriation available)
 3. Report current year expenditures on the third line. (This decreases appropriation available)
 4. The ending balance for appropriation available should equal the unexpended appropriation amount for Fund 0100, Program 998. It should also approximate the cash balance (GLA 101) in Fund 0100, Program 998.
 5. Report the Net Asset line item(s) and an amount for each Net Asset line item that appropriation available is included in on the Statement of Net Assets (For example, Expendable Capital Projects, etc.). Contact DOA if more than one Net Asset line item is affected.
 6. The total amount reported for Capital Projects appropriation available on the attachment must equal the amount reported on the Capital Projects appropriation available line item on the Statement of Net Assets.
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Reporting Capital Projects, *continued*

Appropriation Revenue

1. Report current year appropriation revenue on the first line in the Capital Projects appropriation revenue section.
 2. Report any current year capital projects reversions on the second line.
 3. The net amount reported (revenue less reversions) must equal the amount reported on the Capital Projects appropriation revenue line item on the Statement of Activities.
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Reporting General Obligation Bonds (GOB)

Represents capital project General Obligation Bond (fund 0811) activity.

Appropriation Available

1. Report the GOB beginning balance (should equal prior year ending balance) on the first line in the GOB appropriation available section. Review Part 2 and complete if necessary.
2. Report current year GOB appropriation revenue on the second line. (This increases appropriation available.)
3. Report amounts reimbursed by Treasury (not expenditures) on the third line. (This decreases appropriation available.)
4. Report the Net Asset line item(s) and an amount for each Net Asset line item that appropriation available is included in on the Statement of Net Assets (e.g., Expendable Capital Projects, etc.). Contact DOA if more than one Net Asset line item is affected.
5. The total amount reported for GOB appropriation available on the attachment must equal the amount reported on the General Obligation Bonds appropriation available line item on the Statement of Net Assets.

Appropriation Revenue

1. Report current year appropriation revenue on the first line in the GOB appropriation revenue section. (See the Higher Education Institution Accounting Procedures on how to calculate appropriation revenue.)
 2. The total amount reported for GOB appropriation revenue on the attachment must equal the amount reported on the General Obligation Bonds appropriation revenue line item on the Statement of Activities.
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Reporting 21st Century Bond Program

Represents VCBA 21st Century Bond Program (fund 0817) activity.

Appropriation Available

1. Report the 21st Century beginning balance (should equal prior year ending balance) on the first line in the 21st Century appropriation available section. Review Part 2 and complete if necessary.
2. Report current year 21st Century appropriation revenue on the second line. (This increases appropriation available.)
3. Report amounts reimbursed by Treasury (not expenditures) on the third line. (This decreases appropriation available.)
4. Report the Net Asset line item(s) and an amount for each Net Asset line item that appropriation available is included in on the Statement of Net Assets (e.g., Expendable Capital Projects, etc.). Contact DOA if more than one Net Asset line item is affected.
5. The total amount reported for 21st Century appropriation available on the attachment must equal the amount reported on the 21st Century appropriation available line item on the Statement of Net Assets.

Appropriation Revenue

1. Report current year appropriation revenue on the first line in the 21st Century appropriation revenue section. (See the Higher Education Institution Accounting Procedures on how to calculate appropriation revenue.)
 2. The total amount reported for 21st Century appropriation revenue on the attachment must equal the amount reported on the 21st Century appropriation revenue line item on the Statement of Activities.
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**Reporting
Virginia Public
Building
Authority
(VPBA)**

Represents VPBA funding (fund 0821/0820).

Appropriation Available

1. Report the VPBA beginning balance (should equal prior year ending balance) on the first line in the Virginia Public Building Authority appropriation available section. Review Part 2 and complete if necessary.
2. Report current year VPBA appropriation revenue on the second line. (This increases appropriation available.)
3. Report amounts reimbursed by Treasury (not expenditures) on the third line. (This decreases appropriation available.)
4. Report the Net Asset line item(s) and an amount for each Net Asset line item that appropriation available is included in on the Statement of Net Assets (e.g., Expendable Capital Projects, etc.). Contact DOA if more than one Net Asset line item is affected.
5. The total amount reported for VPBA appropriation available on the attachment must equal the amount reported on the VPBA appropriation available line item on the Statement of Net Assets.

Appropriation Revenue

1. Report current year appropriation revenue on the first line in the Virginia Public Building Authority appropriation revenue section. (See the Higher Education Institution Accounting Procedures on how to calculate appropriation revenue.)
 2. The total amount reported for VPBA appropriation revenue on the attachment must equal the amount reported on the VPBA appropriation revenue line item on the Statement of Activities.
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Reporting Other Appropriation Available / Revenue

Represents any appropriation available or appropriation revenue activity that does not fit any of the above categories or transfer categories.

Includes **all** General Fund (fund 0100) cash (GLA 101), **except** cash that is in the capital outlay program 998. Program 998 cash should be reported on the Capital Projects line. Most of this activity is a result of remaining cash in fund 0100, programs 108 and 110. Fund 0100, program 108 and 110 amounts represent appropriations for Scholarships and Fellowships and Financial Assistance for Educational and General Services respectively.

Appropriation Available

1. Report remaining cash for Programs 108 and 110 on separate lines in the Other Appropriation Available section. (Do not report an amount if funds are being reverted and will not be included on the Statement of Net Assets.)
2. Report amounts for other balances that fit in the "Other" section on separate lines and give a description of what they represent.
3. Report the Net Asset line item(s) and an amount for each Net Asset line item that appropriation available is included in on the Statement of Net Assets. Contact DOA if more than one Net Asset line item is affected.
4. The total amount reported for Other appropriation available on the attachment must equal the amount reported on the Other appropriation available line item on the Statement of Net Assets.

Appropriation Revenue

1. Report current year appropriation revenue for Programs 108 and 110 on separate lines in the Other appropriation revenue section.
2. Report reversions and/or reappropriations on separate lines for Programs 108 and 110.
3. Report amounts for other balances that fit in the "Other" section on separate lines and give a description of what they represent.
4. The total amount reported for Other appropriation revenue on the attachment must equal the amount reported on the Other appropriation revenue line item on the Statement of Activities.

Do not report appropriation available for:

1. Fund 0100 Cash (GLA 101) that is being reverted and will not be reported on the Statement of Net Assets;
 2. Cash or travel advances (Report as cash and travel advances with an offsetting liability reported on the Advance from the Treasurer of Virginia line.);
 3. Cash that is in a suspense account in Fund 0100; and
 4. Cash that is a result of Fund 0100 revenue (GLA 961).
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Reporting transfer GLAs

There is a separate tab (TAB 2) to report transfer GLAs on the attachment.

1. Report appropriation revenue for each pair of GLAs in the corresponding section. (For example, report GLAs 969/970 in the GLA 969/970 section and report GLAs 996/997 in the GLA 996/997 section).
 2. Report an amount for each GLA on a separate line. (For example, report the amount for GLA 969 on one line and the amount for GLA 970 on another line in the GLA 969/970 section.)
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Reporting E&G (GLAs 969/970) transfers

Education & General (E&G) appropriation revenue and the corresponding cash are transferred from the General Fund (fund 0100) to Fund 0300, program 100 of each Institution using GLAs 969/970. **The total amount reported for GLAs 969/970 on the attachment must equal the amount reported on the E&G transfers (GLAs 969/970) line item on the Statement of Activities.**

Reporting general fund (GLAs 996/997) transfers

Represents any year-end E&G appropriation reversion or reappropriation to / from fund 0300.

Most institutions report the current year reversion as a reduction to appropriation revenue so the net amount for GLAs 996/997 will be negative.

Several institutions reduce current year appropriation revenue by the prior year reversion amount. If this method is used the institution should report the prior year reversion (which is not on CARS in the current year) in the GLAs 996/997 section of the attachment.

The total amount reported for GLAs 996/997 on the attachment must equal the amount reported on the General fund transfers (GLAs 996/997) line item on the Statement of Activities.

Reporting non general (GLAs 982/983) transfers

Represents higher education transfers between nongeneral funds of the Commonwealth, i.e., 0200, 0400, 0700 funds. **The total amount reported for GLAs 982/983 on the attachment must equal the amount reported on the Nongeneral fund transfers (GLAs 982/983) line item on the Statement of Activities.**

Reporting general / non general (GLAs 984/985) transfers

Represents higher education transfers between the general fund and other funds of the Commonwealth. **The total amount reported for GLAs 984/985 on the attachment must equal the amount reported on the Gen/Nongeneral fund transfers (GLAs 984/985) line item on the Statement of Activities.**

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Example

The following tables give **examples** of the type of information requested:

Financial Statement Line Item	Appropriation Available Activity	Amount	Net Assets Line Item	Appropriation Revenue Activity	Amount
E&G Transfers (GLAs 969/970)				GLA 969, Fund 0300 GLA 970, Fund 0300	68,500,000 (500,000)
				Total E&G Transfers per Statement of Activities	68,000,000

Financial Statement Line Item	Appropriation Available Activity	Amount	Net Assets Line Item	Appropriation Revenue Activity	Amount
General Fund Transfers (GLAs 996/997)				GLA 996, Fund 0300 GLA 997, Fund 0300	1,250 (23,750)
				Total General Fund Transfers per Statement of Activities	(22,500)

Financial Statement Line Item	Appropriation Available Activity	Amount	Net Assets Line Item	Appropriation Revenue Activity	Amount
Capital Projects	Beginning Balance	75,000			
	Net Appropriation Revenue	225,000		Current Year Appropriation Revenue Current Year Reversion	250,000 (25,000)
	Current year expenditures	(80,000)			
	Total Capital Projects per Statement of Net Assets	220,000	Expendable Capital Projects	Total Capital Projects per Statement of Activities	225,000
